

## **Hired Equipment Forms**

February 2004

**Federal forms:** CDF has adopted the use of several Federal forms in its hired equipment process. Specifically, CDF will use:

- OF-296 "Vehicle/Heavy Equipment Safety Inspection Checklist"
- OF-297 "Emergency Equipment Use Record" ("Shift Ticket")
- OF-304 "Emergency Equipment Fuel and Oil Issue"

These forms may be ordered from the "NWCG National Fire Equipment System Catalog, Part 2: Publications", PMS 449-2/NFES 3362. The catalog contains order forms and instructions, and payment can be made via CALCARD or SPO. It is suggested that forms used on fire incidents be immediately replaced and charged to the appropriate 009XX PCA.

The catalog can be ordered from:	National Interagency Fire Center Great Basin Supply Cache Office 3383 S. Development Avenue Boise ID 83705
FAX orders: 208-387 5573	

**State/Federal form:** The R5-5100-2T "Vehicle/Heavy Equipment Safety Inspection Checklist", is a joint CDF/federal version of the OF-296 form. It may be ordered **at no charge** from the CDF Headquarters Service Center.

**State forms:** CDF also uses the following CDF and Standard state forms to complete the equipment hiring process. These forms can be downloaded from the CDF Intranet site, printed on an ink jet or laser jet printer, and photocopied as needed.

- CDF-294 Emergency Equipment Rental Agreement, including:
  - "General Clauses Attached to Emergency Equipment Rental Agreement Form CDF-294"
  - "Supplemental General Provisions Attached to Emergency Equipment Rental Agreement Form CDF-294"
  - Tri-Party Signature Page
- CDF FC-100R "Radio Frequency Use Agreement"
- CDF-20 "Contractor's Certification Clauses for Services up to \$4,999.99"
- FC-290 "Hired Equipment Signup Checklist"
- FC-291 "Bulldozer - Water Tender Minimum Equipment Requirements Checklist"
- FC-292 "Record of Vendor Contact" (form used only in CDF Command Centers)
- FC-293 "Hired Equipment Contact Summary"
- ICS 230 "Contractor/Vendor Performance Evaluation"
- Std. 204 "Payee Data Record"
- CALSTARS 14 "Vendor Edit Table Maintenance"

The following CHP forms are used in water tender safety inspections and are included for the reference of Hired Equipment Coordinators:

- CHP 343A "Vehicle/Equipment Inspection Report"
- CHP 407F "Safetynet Driver/Vehicle Inspection Report"